

lowAccess  
Project Team 6 Meeting Minutes  
**Friday, July 25, 1997**  
*Iowa Department of Economic Development*  
*Des Moines, Iowa*

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Project Team Present

Bruce Ray, *Iowa Finance Authority*  
Irene Hardisty, *Iowa Partnership - Fannie Mae*  
Vince Lintz, *Federal Home Loan Bank*  
Sheila Lumley, *Polk County*  
Lisa Russell, *Federal Home Loan Bank*  
Julie Noland, *Iowa Finance Authority*  
Burt Day, *Burt Day Realty*  
Robyn Holdorf, *US Department of Agriculture - Rural Development*  
Nancy Everman, *Northeast Iowa Community Action Agency*

Staff

Tori Squires, *State Public Policy Group*  
Shannon Tyler, *State Public Policy Group*

**Update Project Plan and Work Plan**

Bruce Ray noted that the Project Plan and Work Plan have been adjusted to meet the suggestions of the Steering Committee. These adjustments include:

- Budget was readjusted to \$100,000
- A searchable database was included into the contents of the site
- Irene Hardisty was added as the co-lead

Ray stated that he and Julie Noland had met with representatives from the Iowa Department of Elder Affairs and they were interested in participating on the project team.

**Steering Committee Update**

Ray noted that he discussed the revisions to the project plan at the last Steering Committee meeting held July 18. He stated that Steering Committee members were pleased with the progress the team had made in addressing their concerns.

Tori Squires stated that lowAccess is also undertaking a survey of 600 Iowa citizens regarding their use of technology and their interest in specific

technology applications. Surveying will be completed by Saturday, July 26 with results available by August 4. A copy of the survey instrument is available on the web site.

### **Standards Discussion**

Ray handed out a list of issues Project 1 will be considering when developing standards.

### **Report from RFP Committee**

Noland and Lisa Russell reported that the RFP Committee has developed some preliminary criteria to include in the request for a web page designer. Once this has been finalized it will be forwarded to Jim Day at Information Technology Services (ITS) for review and input. Squires noted that ITS will also be looking at the criteria to see if it can be combined with other RFPs. Noland stated that she has also developed a list of vendors to whom the RFP can be mailed. After ITS has approved the RFP, it will be faxed to project team members for input.

Russell noted that the RFP Committee is developing an outline of what the site will look like and the information it will contain. The committee is also developing a questionnaire for housing program providers, banks etc. that will ask for specifics about their programs such as program and income guidelines. She stated that in developing the site, the team will concentrate on the citizen element first.

Ray asked that staff contact Linda Plazak from ITS and ask her to attend the next project team meeting.

### **Miscellaneous**

#### *Town Meetings*

Squires noted that lowAccess will be holding five informational town meetings August 11 & 12 throughout the state. Dates, sites, and times will be posted on the lowAccess web page. All project members are invited to attend.

#### *Media Outreach Packets*

Squires handed out Media Outreach Packets and reviewed the contents. These packets are intended to assist team members in publicizing the lowAccess effort as well as each members' involvement in the project. Sample press releases and background information were included. Project team members who would like to make presentations to local organizations and groups on the project can also receive a PowerPoint presentation from lowAccess staff or may make overheads of materials included in the packets.

For project team members who were not able to attend, these packets will be mailed out within the next week.

*Principal*

Squires noted that the *Des Moines Register* recently ran an article about Principal Financial offering home loan applications over the Internet and suggested that it may be beneficial to include a Principal representative on the project team or include them in discussions on linking to the lowAccess site. It was decided that Principal will be asked to attend a later project team meeting.

**Adjourn**

There being no further business, the meeting was adjourned at 11:30 am. The next meeting will be held August 29.